**Checklist for IBN articles**

Check each box, and submit this checklist with submitted article

**Title:**

Capitalize first letter of all words except minor words like ‘and’, ‘in’, ‘of’, ‘the’

Do not list scientific name for bear species

Do not use local place names that people won’t know

Flush left (not centered)

**Authors:**

List under title before text, left justified, each of the following on a separate line

Name

Member (or Co-chair), Expert team, IUCN SSC Bear Specialist Group (where appropriate)

Other affiliation

City, state, country (street address not necessary)

Email (required for corresponding author; optional for other authors)

If same affiliation and address for multiple authors, list all separately

No footnotes or asterisks

**Text format:**

1.5 line spacing throughout, 1 space after periods at end of sentence.

Paragraph indent, no extra line space between paragraphs

Left justified (not full justified)

List scientific name for all species at first mention, including bears (except domesticated animals and plants)

Use correct common names for Andean bear and American black bear (not “Spectacled bear” or “Black bear”); use subspecific common names only if widely accepted (e.g., grizzly bear, Kermode bear, Gobi bear)

Use metric measurements (can convert to miles in paren where it makes sense – e.g., if cell sizes were actually measured in miles)

Round numbers to significant digits throughout (numbers that make sense: e.g., it makes no sense to define a study area as 624.45 km2, or an average home range as 10.71 km2).

Write all numbers as digits, including numbers <10, except when used to start a sentence (e.g., One bear was killed and 1 person was injured.)

Use comma to separate thousands (e.g., 2,500)

Use space between numbers and unit of measure (e.g., 25 km2)

Convert fractions to decimals or percentages, but bearing in mind significant digits (e.g., 1/3 is 33%, not 33.33%)

Cite literature in text in Ursus format in date order (Johnson 2010, Abbott et al. 2012)

Use embedded hyperlinks to refer to websites

Do not cite figures in text (unlike normal publications where one cites Fig. 1, Fig. 2)

Do not embed photos in text

1,000 word limit for title, author block, and text (excluding lit cited and figure captions)

**Text content:**

Follow a logical order that introduces the article, tells the reader where and when, explains main methods in easy to understand terms, highlights results (if any), and puts it in context

Use subheadings if it helps improve understanding, and breaks up a long article

Do not provide information that is already well known to bear biologists, such as:

* Andean bears are the only bear in South America
* Sloth bears range across the Indian subcontinent
* Sun bears are Vulnerable on the IUCN Red List

Do not try to do a full literature review, unless the topic warrants (e.g., first record of something).

For place names, assist the reader by using lat-long or a map (respect international readers who do not know the local area).

**Literature cited** (not Bibliography)(see examples at end of this document):

Alphabetical order

Ursus format (examples below)

Generally should not exceed 12-15 citations

Include all (and only) citations in text (cross-check)

Cite previous relevant IBN articles

Left justified, hanging indent

**Tables:**

Insert after lit cited, not embedded in text.

Use Word table format, no tabs

Use only horizontal lines (no vertical lines)

All columns with a heading

Include caption that makes sense without reading the full article (including place name and dates)

Do not embed table as an image

Do not use color or shading

**Figure captions:**

Include after lit cited and tables, in same Word file

List name of each file, which should be numbered consecutively in recommended order of appearance (e.g., Jones Fig. 1, Jones Fig. 2)

Each caption should be in sentence form, mentioning place and date (at least for first one, if there are several)

Include photo credit for all photos (under each caption)

**Photos and figures:**

Each as a separate file, not embedded in text

High (original) resolution, jpg, tiff, or png (at least 300 dpi)

Color figures and maps recommended; use large fonts so readable when shrunk to half-page width

All articles should have at least 1 photo and/or 1 map, but no more than 5

If photos should be grouped together as panels, submit as separate photos (do not put panels together yourself, but indicate suggested arrangement)

Need permission to use copyrighted photos or figures (e.g., those already published elsewhere).

**Example literature cited** (also see Recent Literature in any issue of IBN):

**ARTICLE:**

Cremonesi, G., F. Bisi, L. Gaffi, T. Zaw, H. Naing, K. Moe, Z. Aung, M.V. Mazzamuto, A. Gagliardi, L.A. Wauters, D.G. Preatoni, and A. Martinoli. 2021. Camera trapping to assess status and composition of mammal communities in a biodiversity hotspot in Myanmar. Animals 11, 880. <https://doi.org/10.3390/ani11030880>

Ngoprasert, D., D. H. Reed, R. Steinmetz, and G. A. Gale. 2012. Density estimation of Asian bears using photographic capture-recapture sampling based on chest marks. Ursus 23:117–133.

Singh, N., J. Rot, S. Sonone, and N. Dharaiya. 2017. An unusual attractant spurs sloth bear break-ins in Maharashtra, India. International Bear News 26(3): 20-21.

**CHAPTER:**

Bargali, H.S., and B.K. Sharma. 2013. The status and conservation of sloth bear in Rajasthan. Pages 499–504 in B.K. Sharma, S. Kulshreshta and A.R. Rahmani, editors. Faunal heritage of Rajasthan, India: General background and ecology of vertebrates. Vol. 1. Springer Verlag, New York, USA.

**BOOK:**

Brown, D.E. 1985. The grizzly in the Southwest. Documentary of an extinction. University of Oklahoma Press, Norman.

**DOCUMENT:**

Crudge, B., C. Lees, M. Hunt, R. Steinmetz, G. Fredriksson, and D. Garshelis (Eds.) 2019. Sun bears: Global status review & conservation action plan, 2019-2028. IUCN SSC Bear Specialist Group / IUCN SSC Conservation Planning Specialist Group / Free the Bears / TRAFFIC. <http://bit.ly/SunBearActionPlan_2_3>

**RED LIST ACCOUNT:**

McLellan, B.N., M.F. Proctor, D. Huber, and S. Michel. 2017. *Ursus arctos*, Brown bear. The IUCN Red List of Threatened Species 2017: e.T41688A121229971. <https://dx.doi.org/10.2305/IUCN.UK.2017-3.RLTS.T41688A121229971.en>.